



DEPARTMENT OF HUMAN RESOURCES

## Adjunct Payroll Calendar for Academic Year 2018 – 2019

| Session:  | Payroll Period:                        | Check Dates:                                    |
|---|--|---|
| <b>*Contracts must be submitted by the last date of the Payroll Period to receive a paycheck on the Check Date for that Payroll Period.</b> |  |   |
| <b>Fall 2018</b>  |  | <b>* You will receive a total of (8) checks</b> |
|   | August 31, 2018 – September 13, 2018   | September 28, 2018                              |
|   | September 14, 2018– September 27, 2018 | October 12, 2018                                |
|   | September 28, 2018– October 11, 2018   | October 26, 2018                                |
|   | October 12, 2018 – October 25, 2018    | November 09, 2018                               |
|   | October 26, 2018 – November 08, 2018   | November 23, 2018                               |
|   | November 09, 2018 – November 22, 2018  | December 07, 2018                               |
|   | November 23, 2018 – December 06, 2018  | December 21, 2018                               |
|   | December 07, 2018 – December 20, 2018  | January 04, 2019                                |
| <b>Winter Intersession 2019</b>   |  | <b>* You will receive a total of (2) checks</b> |
|   | December 21, 2018 – January 03, 2019   | January 18, 2019                                |
|   | January 04, 2019 – January 17, 2019    | February 01, 2019                               |
| <b>Spring 2019</b>  |  | <b>*You will receive a total of (8) checks</b>  |
|   | January 18, 2019 – January 31, 2019    | February 15, 2019                               |
|   | February 01, 2019 – February 14, 2019  | March 01, 2019                                  |
|   | February 15, 2019 – February 28, 2019  | March 15, 2019                                  |
|   | March 01, 2019– March 14, 2019         | March 29, 2019                                  |
|   | March 15, 2019 – March, 28 2019        | April 12, 2019                                  |
|   | March 29, 2019 – April 11, 2019        | April 26, 2019                                  |
|   | April 12, 2019 – April 25, 2019        | May 10, 2019                                    |
|   | April 26, 2019 – May 09, 2019          | May 24, 2019                                    |
| <b>Summer 2019</b>  |  | <b>*See below</b>                               |
|   | May 10, 2019 – May 23, 2019            | June 07, 2019                                   |
|   | May 24, 2019 – June 06, 2019           | June 21, 2019                                   |
|   | June 07, 2019 – June 20, 2019          | July 05, 2019                                   |
|   | June 21, 2019 – July 04, 2019          | July 19, 2019                                   |
|   | July 05, 2019 – July 18, 2019          | August 02, 2019                                 |
|   | July 19, 2019– August 01, 2019         | August 16, 2019                                 |
|   | August 02, 2019 – August 15, 2019      | August 30, 2019                                 |
|   | August 16, 2019 – August 29, 2019      | September 13, 2019                              |

- **Employees working during the summer will be paid in the pay period(s) that correspond to the employment dates listed on their contract. For example, if the employee is working from May 1st – June 25th they will receive (5) paychecks, with the first paycheck coming on May 26th and the last one coming on July 21<sup>st</sup>.**